



## DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION  
P. O. DRAWER 160  
YORKTOWN, VIRGINIA 23691-0160

WPNSTA YORKTOWNINST 3141.1J

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05 SEP 1996

### WPNSTA YORKTOWN INSTRUCTION 3141.1J

**Subj:** ESTABLISHMENT OF SEVERE WEATHER CONDITIONS AND COORDINATING RELATED POLICY

**Ref:** (a) COMNAVBASE NORVA/SOPA (ADMIN) HAMPINST 3141.7H

1. **Purpose.** To set procedures to be followed by commands and activities in the SOPA (Admin) Yorktown Subarea during severe weather conditions.
2. **Cancellation.** WPNSTA YORKTOWNINST 3141.1H
3. **Background.** Past experience dictates that policy be set for the control of personnel (early dismissal, adjustment of departure/arrival times, or excusal from work) to maintain safety, control vehicular traffic, and effect overall coordination when snow accumulation, icy road conditions, or the threat of a hurricane in the Peninsula area occur to the extent that a hazardous condition exists. The following procedures aid in the prevention of traffic jams on main arteries and minimize hindrances to snow/debris removal operations in order for commands and activities to expeditiously return to normal operations.
4. **Definitions**
  - a. **Yorktown Subarea.** Reference (a) designates the Commanding Officer, Naval Weapons Station Yorktown (WPNSTA Yorktown) as Yorktown Subarea Coordinator for severe weather condition matters and assigns responsibility for maintaining coordination in this geographic area. The Yorktown Subarea includes Navy and Marine Corps activities on the WPNSTA Yorktown, Cheatham Annex, and York River anchorages.
  - b. **Severe Weather Condition.** When hurricane warnings, accumulated snowfall, icy roads, forecast of excessive snowfall, forecast of freezing conditions, or other pertinent data make it advisable to suspend normal operations and dismiss or excuse military and civilian personnel from work until conditions are favorable to resume normal operations.
  - c. **Category ALPHA Personnel.** Military and civilian personnel primarily concerned with snow removal, traffic control, utility operations, security watches, and such other duties as may be designated by cognizant commands to perform essential work when normal operations are suspended. Personnel assigned to this category will be held to the minimum number needed to perform essential work. Wherever feasible, the assignment of personnel to Category ALPHA will be rotated throughout the work force on a periodic basis.
  - d. **Category BRAVO Personnel.** All military and civilian personnel not designated as Category ALPHA personnel.
  - e. **Normal Working Hours.** Considered to be the day shift, Monday through Friday, with the exception of those people assigned to alternate work schedules.



WPNSTA YORKTOWNINST 3141.1J

05 SEP 1996

**5. Action**

**a. Commands in Yorktown Subarea**

(1) Develop internal policies and procedures for the continuation of such services as considered necessary for mission accomplishment, safety, and security.

(2) Establish and maintain communications with WPNSTA Yorktown Quarterdeck (telephone 887-4545).

(3) Assign all military and civilian personnel to Category ALPHA or BRAVO status as required. Ensure shift workers are aware of actions they must take during the period severe weather conditions are in effect.

(4) Ensure all personnel are cognizant of the codes stipulated in paragraph 5b(6), and the radio/television stations listed in paragraph 5b(8) that will be broadcasting announcements.

**b. WPNSTA Yorktown**

(1) Monitor current and future weather trends during hazardous conditions and, insofar as possible, anticipate conditions before they develop so that appropriate timely action can be taken.

(2) Issue pertinent information to other commands/activities within the Yorktown Subarea as quickly as possible.

(3) Department heads will designate Category ALPHA personnel whom they consider essential to be on board even though normal operations are suspended. These personnel will be thoroughly briefed. A list of Category ALPHA personnel will be forwarded to the Public Affairs Officer prior to 15 October each year. Arrangements to house/feed Category ALPHA personnel will be made should conditions warrant.

(4) Supervisors will make certain their employees are thoroughly briefed on this instruction to avoid confusion as to whether they are to report to work or not. All personnel will report for work unless an announcement to the contrary is made. The setting, canceling, or extending severe weather conditions will be given wide publicity as early as possible on local radio/television stations listed in paragraph 5b(8). A brief recorded message which provides work schedule status may be obtained by dialing 887-7777. Under no circumstance is the Quarterdeck to be called for work schedule information. The Quarterdeck's phone lines must remain open for emergency communications during periods of severe weather.

(5) The Commanding Officer has the sole authority to grant administrative leave. Military and civilian personnel will not be dismissed or excused from duty unless authorized by the Commanding Officer. Dismissal will be promulgated by the Commanding Officer after due consideration of guidance provided by Commander, Naval Base Norfolk (SOPA ADMIN Hampton Roads) and evaluation of local weather conditions.

05 SEP 1996

(6) Establish and disseminate codes for release to the media for notification of all personnel within the Yorktown Subarea delineating work schedule status. The local radio/television stations will announce WPNSTA Yorktown work schedules in accordance with the following codes. Example: "Naval Weapons Station Yorktown - Code 2." It is therefore imperative that all personnel are made aware of this change in announcing procedure and understand the meaning of the code broadcast by the media.

(a) CODE 1. "Normal work schedules are in effect."

(b) CODE 2. "Category ALPHA personnel report for their normal work schedule - BRAVO personnel report 2 hours late."

(c) CODE 3. "ALPHA personnel report for their normal work schedule - BRAVO personnel do not report for work."

(d) CODE 4. "The Weapons Station is closed. Only those personnel notified by their supervisor are to report for work."

(7) Promptly notify COMNAVBASE Duty Officer (telephone 322-2866) of actions taken relative to the status of the Station and/or direction provided to the work force.

(8) The Public Affairs Officer will initiate all properly-worded releases to the following radio/television stations:

TELEVISION

WTKR-TV CHANNEL 3  
WAVY-TV CHANNEL 10  
WVEC-TV CHANNEL 13

RADIO

WFOG (FM 92.9)	WJQI (FM 94.9)	WGH (FM 97.3)
WGH (AM 1310)	WHRV (FM 89.5)	WHRO (FM 90.3)
WKOC (FM 93.7)	WLTY (FM 95.7)	WTAR (AM 790)
WNIS (AM 850)	WROX (FM 96)	WNVZ (FM 104)
WWDE (FM 101.3)	WOWI (FM 103)	WXEZ (FM 94)

  
S. A. DENHAM

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